

**SOCIAL WORKERS SECTION  
EXAMINING BOARD OF MARRIAGE AND FAMILY THERAPY,  
PROFESSIONAL COUNSELORS AND SOCIAL WORK**

**MINUTES  
November 17, 2004**

**PRESENT:** Eric Alvin, George Kamps, Mary Jo Walsh, and  
Ada Williams-Parr (arrived 9:10 a.m.)

**EXCUSED:** None

**STAFF PRESENT:** Kimberly Nania, Director of Health Service Professions;  
Jacquelynn Rothstein, Legal Counsel; Gina York, Bureau Assistant,  
Division of Enforcement staff and others during portions of the meeting

**GUESTS:** Marc Herstand, NASW; Fredi Staerkel, UW-Oshkosh/UW-Green Bay  
MSW; Jerry Rousseau, UW-Milwaukee; Amy Zlimen Boelk, UW-Stevens  
Point; Sonny Smart, UW-Stevens Point

**CALL TO ORDER**

George Kamps called the meeting to order at 9:06 a.m. There was a quorum of four members.

**APPROVAL OF AGENDA**

**Additions to the Agenda:**

- Open Session: Presentation of Proposed Stipulations Received After the Mailing of the Agenda – Charles T. Adam, LCSW
- Closed Session: After Stipulations Received After the Mailing of the Agenda – Add Charles T. Adam, LCSW
- Closed Session: After Administrative Warnings Received After the Mailing of the Agenda – Add Case # 01 SOC 084

**MOTION:** Mary Jo Walsh moved, seconded by Eric Alvin, to approve the agenda as amended. Motion carried unanimously.

## APPROVAL OF MINUTES OF SEPTEMBER 29, 2004

### Amendments to the Minutes:

None.

**MOTION:** Eric Alvin moved, seconded by Mary Jo Walsh, to approve the September 29, 2004 minutes as written. Motion carried unanimously.

### ADMINISTRATIVE REPORT

Secretary Strong Hill has resigned and is leaving the Department on 10/22/04. The Deputy Secretary, Sandra Rowe, will be the acting Secretary until a new appointment is made. Kimberly Nania has been appointed as the new Division Administrator of Board Services. Also, the building is still under renovation and the target date has been extended to sometime next year for staff to start moving into the new area.

The Department will have more budget cuts this year with cutting at least ten positions and approximately one million dollars in operations funding. Additional updates will be provided as more specifics become available. Dr. Nania shared there is nothing new at this time regarding whether there will be any new fee increases. She informed the new Section members that the Department has been conducting a time study over the last year. All DRL staff reflect the amount of time being spent on tasks associated with each profession, Section and/or Board. This data is being gathered to determine if there is a need to increase credentialing fees.

Dr. Nania informed the Section that there has been a change in the publishing of Codebooks. Individuals can now obtain codebooks in the following ways 1) through the DRL Website, 2) purchase a hard copy from Document Sales Office, or 3) purchase a CD of the codebook through Document Sales. The costs will be based on the size and format being requested. A paper hard copy will range from \$ 15.00 - \$ 25.00 and a CD will cost about \$6.50. The codebooks will be twice as big as in the past because the Department will not be formatting the codebooks any longer and therefore codebooks will have everything included such as related rules, statutes, etc. The jurisprudence exam will go out as usual and candidates can obtain the codebook as indicated above. A notice will be sent with the exams and a notice should be sent with license renewals informing them of new changes such as codebooks, etc. The address for the Website is as follows: <http://drl.wi.gov>.

### 2005 MEETING DATES

**MOTION:** Ada Williams-Parr moved, seconded by Eric Alvin, to approve the 2005 meeting dates as provided at today's meeting. Motion carried unanimously.

**PRESENTATION OF PROPOSED STIPULATIONS SIGNED AFTER  
MAILING OF AGENDA**

Attorney Jack Zwieg presented one stipulation at today's meeting regarding Charles T. Adam, LCSW.

**DISCUSSION WITH U.W. STEVENS POINT REGARDING CLARIFICATION  
OF SOCIAL WORK REQUIREMENTS FOR EXPERIENCE TO OBTAIN  
A TRAINING CERTIFICATE  
AMY ZLIMEN BOELK, MSSW, ASSISTANT PROFESSOR & FIELD COORDINATOR**

Amy Zlimen Boelk, Assistant Professor, from UW-Stevens Point presented to the Section at today's meeting. She shared concerns regarding the experience requirements for the training certificate and number of hours needed for internships. The Section informed her that there is a pending rule, which will require 400 hours of experience. The Section thanked Professor Zlimen Boelk for coming and engaging in this discussion. The Section welcomes educational institutions to shared relevant information of what is happening in their schools. This allows better communication among institutions, the Section, and provides an opportunity to share future goals and trends in the field, which will ensure the protection of the public.

**COURSES FOR 2004-2005 ACADEMIC SCHOOL YEAR FOR U.W. STEVENS POINT**

Amy Zlimen Boelk, Assistant Professor and Sonny Smart from UW-Stevens Point resubmitted to the Section the UW-Stevens Point courses for 2004-2005 academic school year. Barbara Showers, Office of Education and Examinations, will keep this course information on file. The Section took the following action.

**MOTION:** Eric Alvin moved, seconded by Ada Williams-Parr, to accept the resubmitted syllabi for courses 262, 361, and 376 from UW Stevens Point. Motion carried unanimously.

**PERSONAL APPEARANCE REGARDING APPLICATION FOR LICENSURE  
JENNIFER L. THOMPSON**

A personal appearance for Jennifer L. Thompson was held before the Section at 10:14 a.m. regarding her application for licensure. This will be deliberated on in closed session later in today's meeting.

**PERSONAL APPEARANCE REGARDING APPLICATION FOR LICENSURE  
MARY SMITH**

A personal appearance was held before the Section at 10: 24 a.m. regarding Mary Smith and her application for licensure. Ada Williams-Parr was not in the room during Ms. Smith's appearance before the Section. This will be deliberated on in closed session later in today's meeting.

## **SUMMARY REPORTS ON PENDING COURT CASES, DISCIPLINARY CASES AND ADMINISTRATIVE RULES AND PRESS RELEASES**

Jacquelynn Rothstein, Legal Counsel, reviewed the summary reports with the Section at today's meeting. The Section had a question regarding status of the recordkeeping rule, temporary certification rule (lines 20 & 22 of the summary report) and asked her to clarify which stage these rules currently are in the process. Attorney Rothstein will provide this information at the next meeting scheduled for February 2005.

### **STATUS OF RULES AND STATUES BY LEGAL COUNSEL STATUS OF SCOPE STATEMENT FOR APPROVAL OF POSTGRADUATE LCSW**

Jacquelynn Rothstein, Legal Counsel, and Kimberly Nania , Bureau Director, reported that both the scope statement and the analysis of surrounding states have been completed regarding postgraduate LCSW. This will be submitted to Pamela Haack, Legal Office, to be published and advanced in the rulemaking process. The Section will need to decide whether this will be submitted as an emergency rule.

Marc Herstand, NASW, expressed concerns surrounding this legislation and he encourages the Section to utilize the emergency rule process if at all possible. There has been a significant delay in the submission of this rule. NASW has received many calls from applicants and have asked them to wait since a rule was currently in the rule making process. If an emergency rule is the process chosen by the Section it would then allow individuals to submit applications for LCSW. Jacquelynn Rothstein, Legal Counsel, shared with the Section that emergency rules are only in effect for 120 days and would then require that the regular rules be completed by that time.

Kimberly Nania spoke with Credentialing and she was informed that they have not been receiving many calls at this time. Dr. Nania also shared with the Section a copy of the draft scope statement for one last final review before it is published.

**MOTION:** Eric Alvin moved, seconded by Mary Jo Walsh, to reaffirm to approve the scope statement regarding postgraduate LCSW as provided at today's meeting. Motion carried unanimously.

**MOTION:** Eric Alvin moved, seconded by Ada Williams-Parr, to pursue the emergency rule process as well as the regular rulemaking process regarding the postgraduate LCSW rule to allow implementation as soon as possible. Motion carried unanimously.

The Section will be asking for input from universities and colleges regarding the forty percent requirement for clinical concentration and adding of additional courses to meet the needs of students and potential applicants. George Kamps will contact previous Ad-Hoc Committee members regarding this issue. The Section will have further discussion at their next meeting scheduled for February 2005.

### **DISCUSSION ON HOW TO PROMOTE RULE REGARDING TRAINING CERTIFICATE HOURS**

The Section discussed rule promotion options. They explored ways they could promote a rule and show support of the proposed language, which would assist in moving it through the rulemaking process. Marc Herstand, NASW, recommended to the Section to ask the Department to lobby and provide support for its rules, such as the training certificate hours. This is an important piece of language and would provide protection to the public. The Section shared that they want to be proactive in regards to their legislation. George Kamps will speak with Chris Klein on the status of this rule, what the timeline is, and what the options are at this point, and if there is support for this piece of legislation. Mr. Kamps will share this information with the Section at their next meeting.

### **DISCUSSION ON HANDLING REVIEW OF COURSES FROM FOUR YEAR SOCIAL WORK PROGRAMS AND PROGRAMS THAT ARE NOT CSWE ACCREDITED**

There was a lengthy discussion by the Section regarding the review of courses from four-year social work programs and programs that are not CSWE accredited. The Section will approve non-CSWE programs upon submission, for those campuses that are offering the four core courses for SWTC.

### **APPROVAL OF PSYCHOMETRIC TESTING**

None.

### **APPROVAL OF PSYCHOMETRIC TESTING AFTER THE MAILING OF THE AGENDA**

None.

### **SCREENING PANEL REPORT**

The Screening Committee screened two complaints on November 17, 2004. There were no cases opened or cases, which needed more information.

### **SPEAKING ENGAGEMENT REQUESTS**

None.

### **CORRESPONDENCE AND INQUIRIES RECEIVED BY LEGAL COUNSEL**

Jacquelynn Rothstein, Legal Counsel, did not have any correspondence or inquiries to discuss with the Section at today's meeting.

## **INFORMATIONAL ITEMS**

Noted.

## **CONSULTING WITH LEGAL COUNSEL**

The Section consulted with Jacquelynn Rothstein, Legal Counsel, throughout today's meeting as needed.

## **VISITOR COMMENTS**

Noted.

## **CONVENE TO CLOSED SESSION**

**MOTION:** Mary Jo Walsh moved, seconded by Eric Alvin, to adjourn to closed session pursuant to Wisconsin Statutes 29.85(1)(a)(b)(f) and (g), to review applications, deliberate on proposed stipulations, deliberate on administrative warnings; deliberate on hearings or appearances for denial of applications; review monitoring cases; review DOE cases, and consult with legal counsel. Roll Call Vote: Eric Alvin-yes; George Kamps-yes, Mary Jo Walsh-yes; Ada Williams-Parr-yes. Motion carried unanimously.

Open Session recessed at 1:23 p.m.

## **RECONVENE INTO OPEN SESSION**

**MOTION:** Eric Alvin moved, seconded by Ada Williams-Parr, to reconvene into Open Session. Motion carried unanimously.

Open Session reconvened at 2:51 p.m.

## **VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION**

### **IMPAIRED PROFESSIONALS PROCEDURE (IPP)**

None.

## **MONITORING**

None.

**DELIBERATION ON OTHER MONITORING CASES RECEIVED AFTER THE  
MAILING OF THE AGENDA**

None.

**DELIBERATION ON PERSONAL APPEARANCES**

**JENNIFER L. THOMPSON**

**MOTION:** Mary Jo Walsh moved, Ada Williams-Parr seconded, to grant a limited certificate to Jennifer L. Thompson and require her to attend therapy two times per month and to provide satisfactory quarterly therapy reports for one year. Motion carried unanimously.

**MARY SMITH**

**MOTION:** Eric Alvin moved, seconded by Mary Jo Walsh, to reaffirm the denial of her application for clinical licensure. Motion carried unanimously.

**APPLICATION AND EVALUATION OF ADDITIONAL INFORMATION**

**ALICE HOWARD**

The Section has reviewed the additional information at today's meeting.

**DELIBERATION OF PROPOSED STIPULATIONS SIGNED AFTER THE  
MAILING OF AGENDA**

**CHARLES T. ADAM, LCSW**

**MOTION:** Eric Alvin moved, seconded by Mary Jo Walsh, to adopt the Findings of Fact, Conclusions of Law, Order and Stipulation in the matter of Charles T. Adam, LCSW. Motion carried unanimously.

**DELIBERATION OF PROPOSED FINAL DECISION AND ORDER FIXING COSTS**

**DONALD L. KEYS, LCSW**

**MOTION:** Eric Alvin moved, seconded by Mary Jo Walsh, to adopt the order fixing in the matter of Donald L. Keys, LCSW. Motion carried unanimously.

**DELIBERATION OF PROPOSED FINAL DECISIONS AND ORDERS IN THE  
MATTER OF DISCIPLINARY PROCEEDINGS RECEIVED AFTER THE MAILING  
OF THE AGENDA**

None.

**DELIBERATION OF PROPOSED ADMINISTRATIVE WARNINGS RECEIVED  
AFTER MAILING OF AGENDA**

**01 SOC 084**

**MOTION:** Mary Jo Walsh moved, seconded by Ada Williams-Parr, to issue an administrative warning regarding case **01 SOC 084**. Motion carried unanimously.

**DSM IV, QUESTIONS TO BE ADDED**

None.

**DIVISION OF ENFORCEMENT CASE STATUS REPORT**

The Division of Enforcement did not have any case closings to present before the Section at today's meeting.

**APPROVAL OF APPLICATIONS REVIEWED WITH JAN NEITZEL**

**MOTION:** Ada Williams-Parr moved, seconded by Eric Alvin, to approve the applications approved, deny the applications denied, and to request further information on applications where needed. Motion carried unanimously.

**MISC REVIEW**

BORDEN KUNZ, KIMBERLY-clinical focus-more information  
BURKHALTER, AMY-information-approved  
HOWARD, ALICE-information-approved  
THOMPSON, JENNIFER-personal appearance-approved

**CLINICAL REVIEW**

BABAD, ORNA-denied  
GERST, MICHAEL-denied  
HAASE, GINA-denied  
HANEL, WILLIAM-denied



KLEINSCHMIDT, CAREY-denied  
LAJEUNESSE, TIFFANI-approved  
LABINE, WILLIAM-denied  
LITTLE, CORA-denied  
LOEFFELHOLZ, KELLY-approved  
MAY, MARY-denied  
PAULSON, MARY-approved  
QUINTANAR, TRACY-approved  
RADLEY, PATRICIA- denied  
REISCHEL, JENNIFER-approved  
SEXTON, CHARLENE- denied  
SHERMAN, MICHELLE- denied  
SIEPMANN, JULIE- denied  
SMITH, MARY denied  
UNDERHILL, KELLY- denied  
ZAMORA, CRISTOBAL denied

### **SWTC APPLICATIONS**

BOLAND, DARRELL-course-more information required  
CAMPBELL, LINDSAY-experience plan-approved  
GARLAND, STACY-experience-approved  
GERARD, MICHELE-course-denied  
HANNEMAN, JAMI-degree- denied  
LEHMAN LAAS, ALECIA-degree- denied  
LENTZ, KELLY-course-approved  
MOFFITT, MARCIA-degree- denied  
ROSS, SARA-experience-approved  
SPIEGELHOFF, MARIEKE-degree- denied  
TABORDON, ELAINE-degree-approved  
TAYLOR, KYNA-experience-approved  
UPTON, EILEEN-experience-approved  
VIDA, .LISA-degree- denied  
WASHINGTON, TENILLE-course-approved  
WILLIAMSON, KAYLI-degree- denied

### **OTHER SECTION BUSINESS**

### **NOTIFICATION OF TIMELINE**

Kimberly Nania, Bureau Director, will notify George Kamps via email of when the emergency rule and timelines for the post-graduate LCSW begin, once they have been submitted.

## **ADJOURNMENT**

**MOTION:** Ada Williams-Parr moved, seconded by Eric Alvin, to adjourn the meeting at 3:25 p.m. Motion carried unanimously.

**Next Meeting:  
February 2, 2004**